

## TIMELINE FOR AMENDING TID PROJECT PLANS

Existing Tax Incremental Districts (TID's) may amend their project plans in the following three situations:

1. **Project Plan Amendment:**  
Adds projects that were not included in the original plan. This does not change the project implementation period nor the TID's maximum life.
2. **Allocation Amendment:**  
Allows a community to allocate increment from one TID to another. This could affect the length of time a TID remains open while it is sharing increments with another district. Its base value, implementation period, and maximum life are not affected.
3. **Territory Amendment:**  
Allows the modification of the district's boundaries, not more than four times during the district's existence, by subtracting territory from the district in a way that does not remove contiguity from the district or by adding territory to the district that is contiguous to the district and this is served by public works or improvements that were created as part of the district's project plan.

The process for amending a Tax Incremental District project plan is very similar to creating a district. One notable difference is no waiting period between the public hearing and the city council or village board resolution.

The list below gives the general rules for amending a project plan:

1. *There must be a Class 2 notice published before the public hearing, with one insertion each week for two consecutive weeks. The second insertion must be at least 7 days before the hearing date.*
2. *A copy of the notice must be sent to the other taxing entities prior to the first insertion.*
3. *The Joint Review Board (JRB) holds its first meeting within 14 days after the hearing notice is published, but before the public hearing. The board's chairperson and public member are chosen at this meeting.*
4. *The project plan amendment must be approved by planning commission and city council resolutions. Joint review board approval may be by resolution or other action.*
5. *The Joint Review Board decision must be made within 30 days after it receives the municipal resolution. JRB must submit its decision to the municipality within 7 days.*
6. *The city clerk must notify the Department of Revenue that the city has amended a project plan within 60 days after it has been approved.*
7. *The city clerk must submit the completed amendment application on or before December 31 based on the resolution year. (For example: Amendment Resolutions passed after 9/30/04 and before 10/1/05 must be sent by December 31, 2005.) See the list of required items in the project plan amendment packet.*